

UNITED STATES DEPARTMENT OF AGRICULTURE
Extension Service
Washington 25, D. C.

USHERS AND PAGES:
"FRIENDLINESS AND SERVICE" IS YOUR MOTTO.

In any large gathering of people it is a good plan to have ushers and pages on duty. While you may not have heavy responsibilities at this encampment, you will be ready if the need arises. You will also be expressing that sense of order and timeliness that goes with efficient planning.

GENERAL INSTRUCTIONS FOR PAGES AND USHERS

Report at Auditorium 15 minutes before General Assembly begins.
Ribbon badges of identification will be given you to wear while on duty.
Look for ways to be of service.
Watch for strangers coming in who may want to locate someone or wish to be ushered to a seat for the program.
Learn to know as many national and State leaders as possible. People are always asking, "Have you seen So and So?"
Know where to send people who want important information. Refer them at once to some adult leader who can help them.
Know thoroughly the program for the day - the names of speakers and what follows the General Assembly on the National 4-H Club Camp program, such as discussions and tours.
Listen carefully to all platform announcements, so you can give the answer to people who did not listen and will ask you questions later.
Do not stand or sit in a social group with other pages and ushers. You are on duty.
Know every person on the platform, in case a message must be sent to one of them.

SPECIAL INSTRUCTIONS TO USHERS

GUESTS: As a general rule, seat guests in back of the rows that will be occupied by the camp group or at the side.
Keep one usher at top of outside front steps (take turns). There will be other adult guests, in addition to your main speaker, coming in. You can help them feel a friendly welcome.
Know where the rest rooms are.
Take main speaker to the front at once and introduce to presiding club member.

POSITIONS FOR USHERS:

Keep near the rear doors, except when seating people. Ask national campers to move into middle seats, leaving end seats for late comers so that they can avoid climbing over people.

TWO USHERS WILL BE EXPECTED TO ACCOMPANY SPEAKER TO THE PLATFORM FOR ALL GENERAL ASSEMBLIES.

SPECIAL INSTRUCTIONS FOR PAGES

Have paper and pencil for people who may wish to write a message for you to carry.

Write down important messages yourself. - Do not trust too much to memory here.

POSITIONS FOR PAGES:

Take turns in these positions while program is in session.

One page should stand over to the left against second pillar. Watch for adults in audience who want to catch your eye and send a message by you.

One page seated alone toward rear of hall where he can be easily located.

One page seated on front row to left of platform.

One page seated on platform.

Whenever a page leaves the platform with a message, other pages shift positions and a page goes to the vacant place on the platform.

When a page carries a message to the platform, take it directly to the person for whom it is intended. Find out before you take the message whether you are to bring an answer back. There is a door in the back so you can reach the stage from the rear.

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FOR 1950 NATIONAL 4-H CLUB CAMP